

# Virtual Machine – Setup Instructions

1. Open VirtualBox from Windows' Start Menu. It is located under All Programs under Sun xVM VirtualBox.
2. Say “No Thanks” to any registration messages which might come up.
3. Click on the blue-colored button “New”, press Next, give any desired name for the machine, and then select Ubuntu from the drop-down menu for the OS type. Click Next.
4. Increase the base memory size to 512MB. Click Next.
5. You should be on the Virtual Hard Disk Menu now. Click “Existing” and a new window saying “Virtual Disk Manager” will come up.
  - Click Add, and then locate the hard disk image file. It is kept in C:\VirtualBox\.
  - Once you have located the .vdi file, click Select.
6. The process is almost done. Click Next/Finish on whatever menu you come across from now on.
7. **Virtual Machine Settings.**
  - (a) Now click the yellow-colored Settings button and go to Audio page. Check the “Enable Audio” box. Choose “Windows DirectSound” for the Host Audio Driver, and “ICH AC 97” for the Audio Controller. Finally Click Ok.
8. You can now start the Virtual Machine by clicking the green-colored Start button located on the Main VirtualBox Window. (This is the window you began with.)